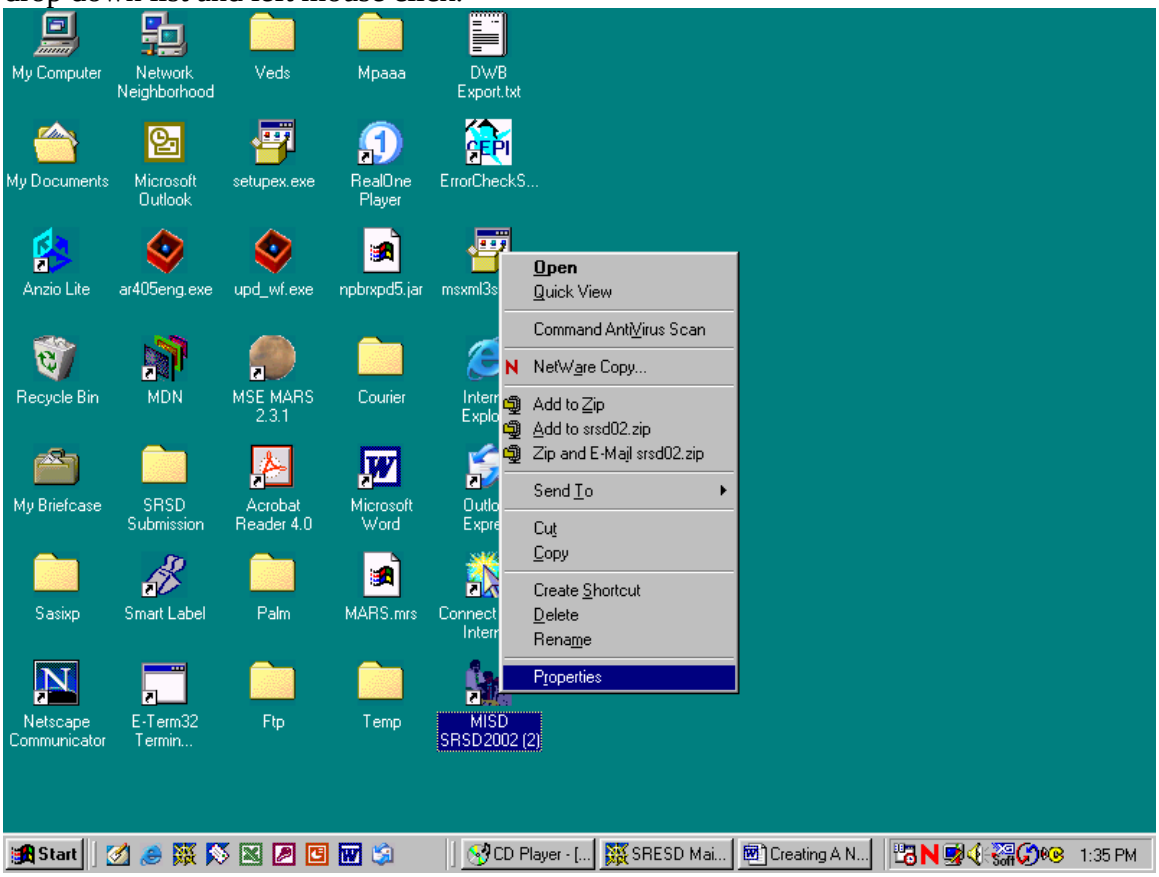
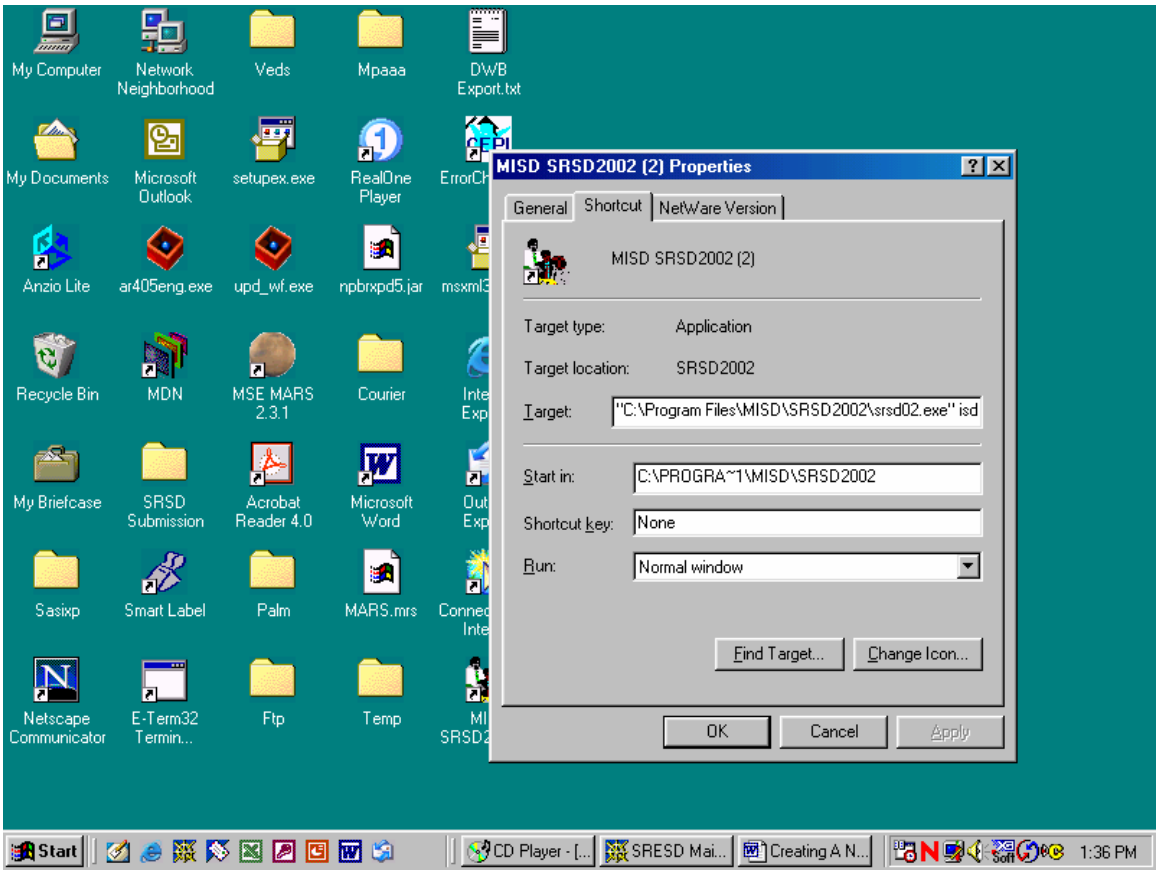
Automated Narrative Instructions **Appendix D**

Opening the ISD Auditor file capability.

Turning this feature on allows you to create an audit narrative for each district.
At your desktop right mouse click on the SRSD02 icon. Select PROPERTIES from the drop down list and left mouse click.

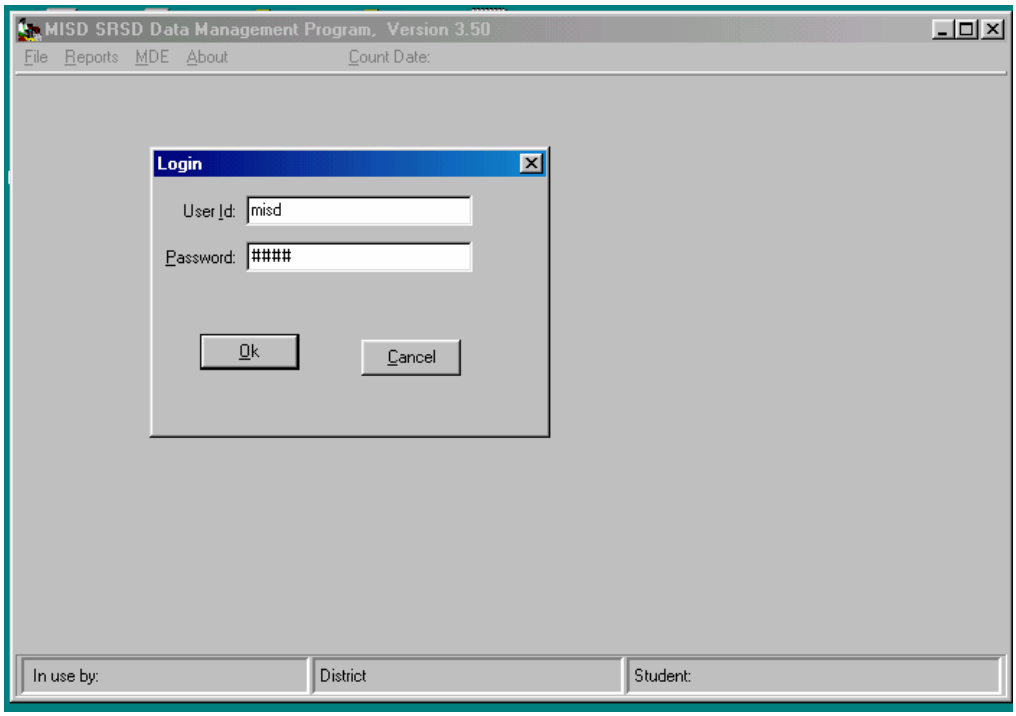


In the box that is titled: TARGET go to the end of the line and space one time and enter isd

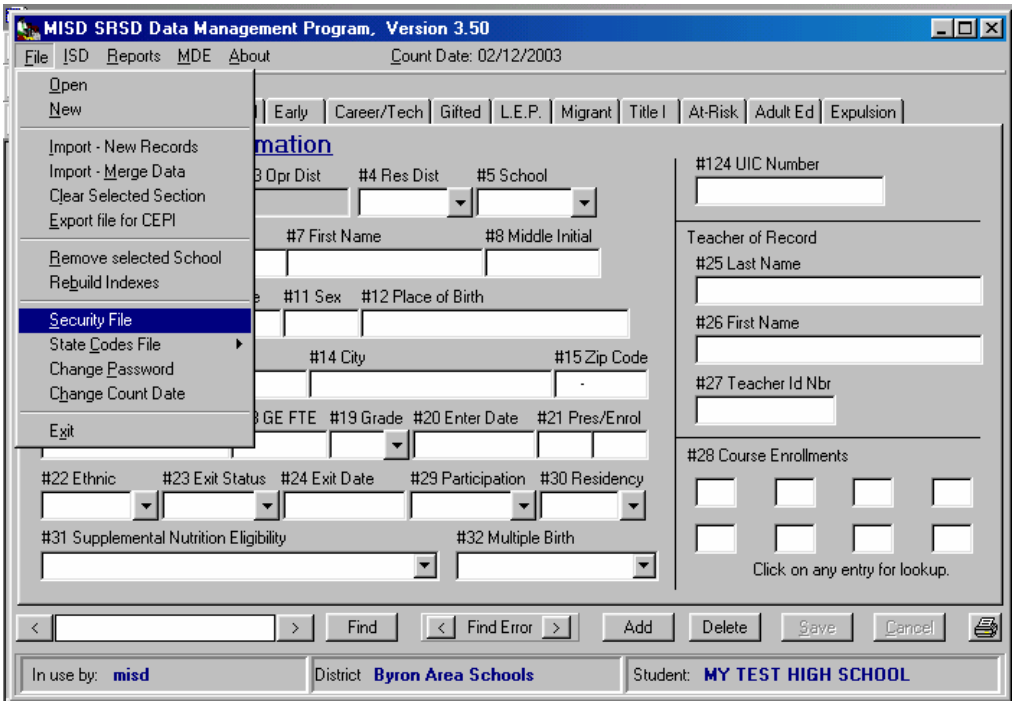


Starting and Logging into the SRSD02 program

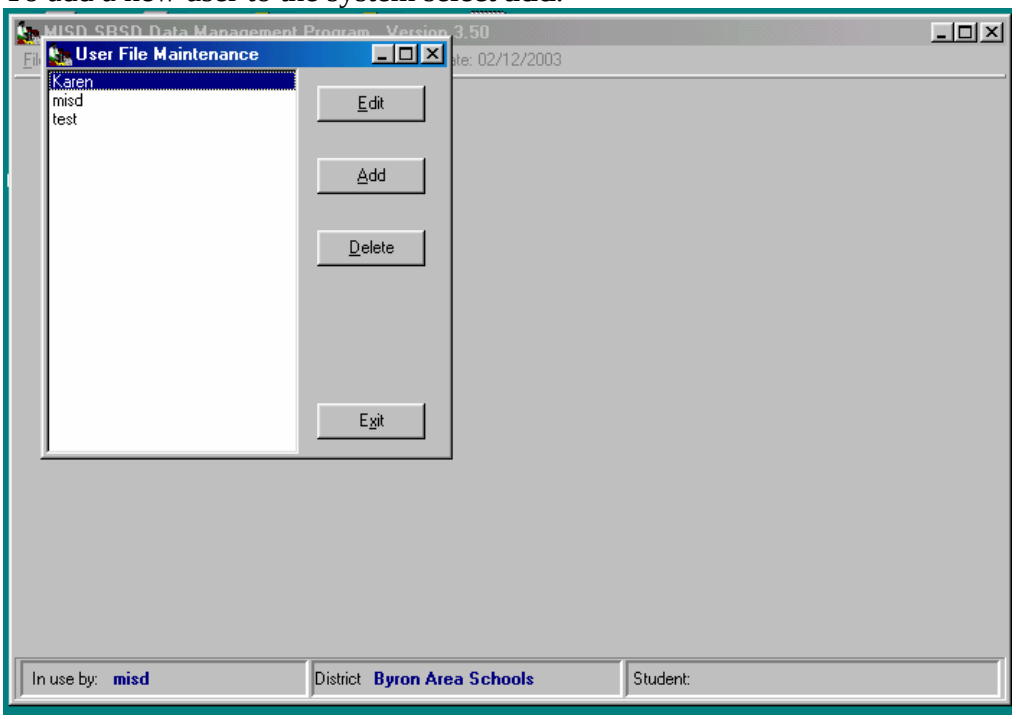
Double click the SRSD02 icon to launch the program. This will open the login screen.
Accept the disclaimer language if you accept the user terms.
When you first download the program the generic login is User ID: MISD
Password: MISD.



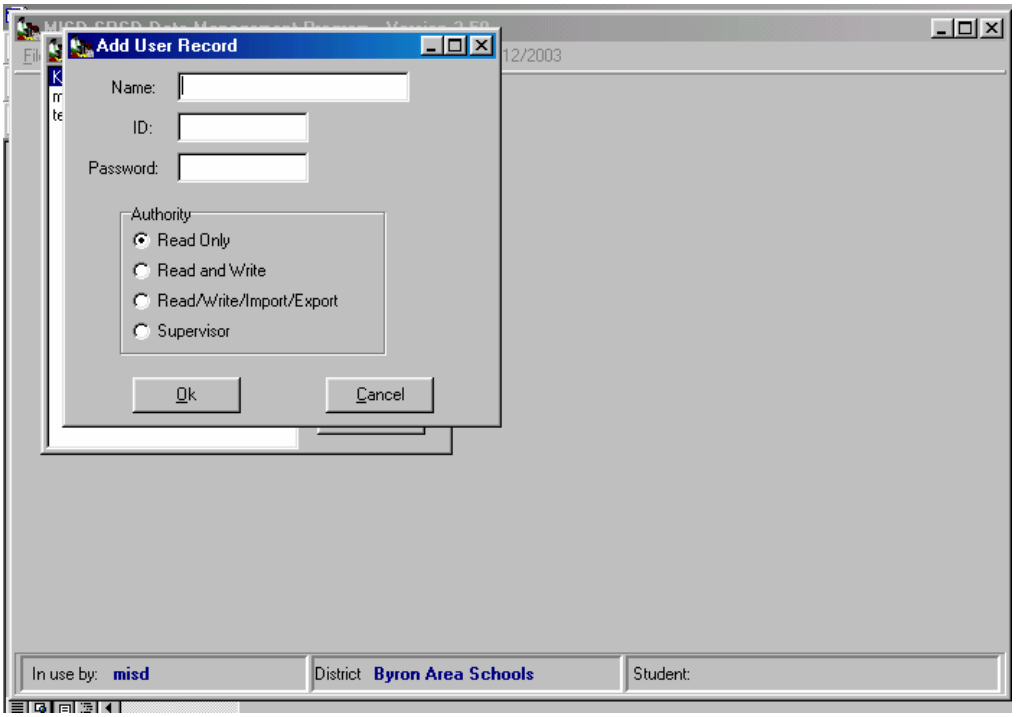
Once you have logged into SRSD02 you may set up users and passwords for your district.



To add a new user to the system select **add**.

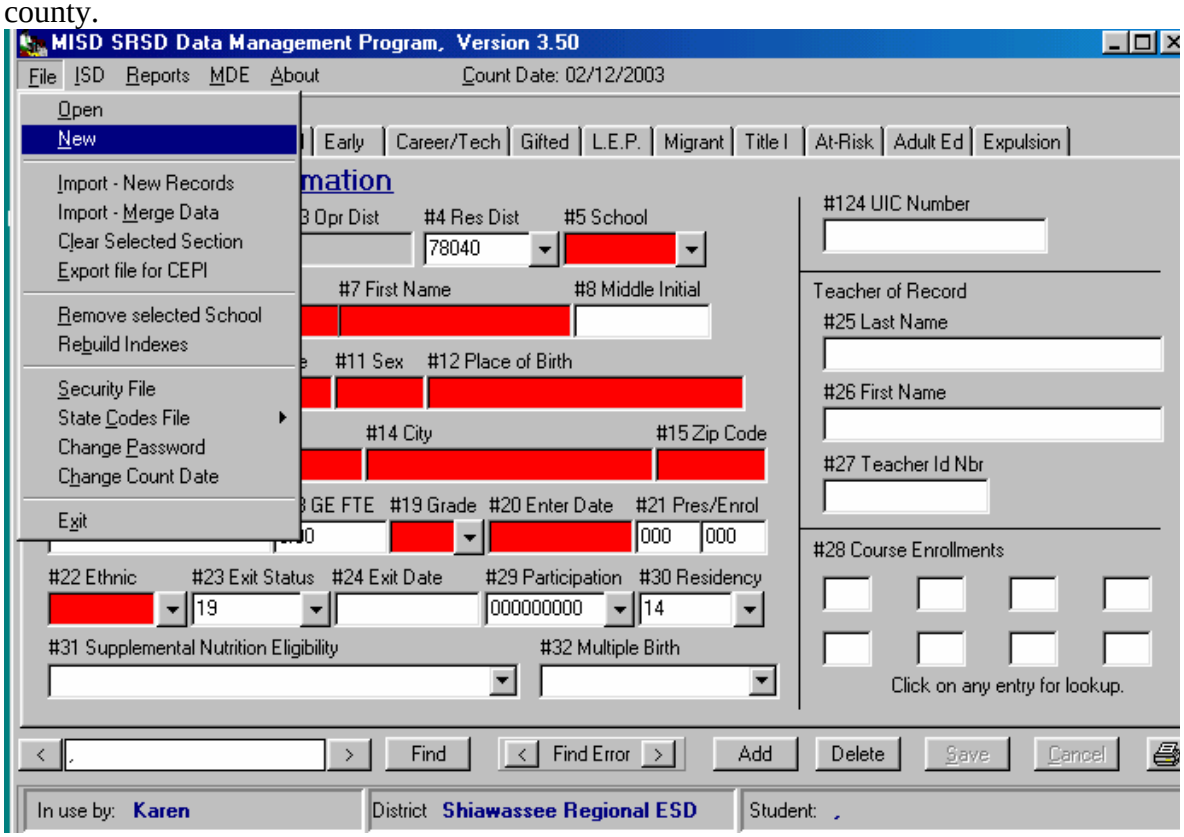


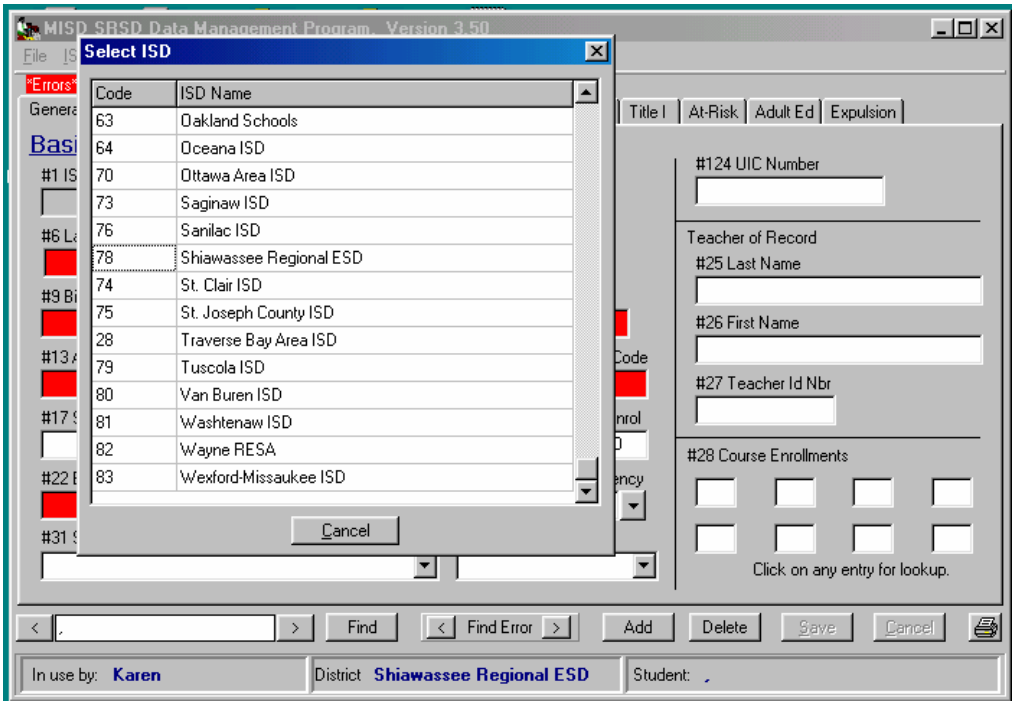
When you select new you will see the following screen.

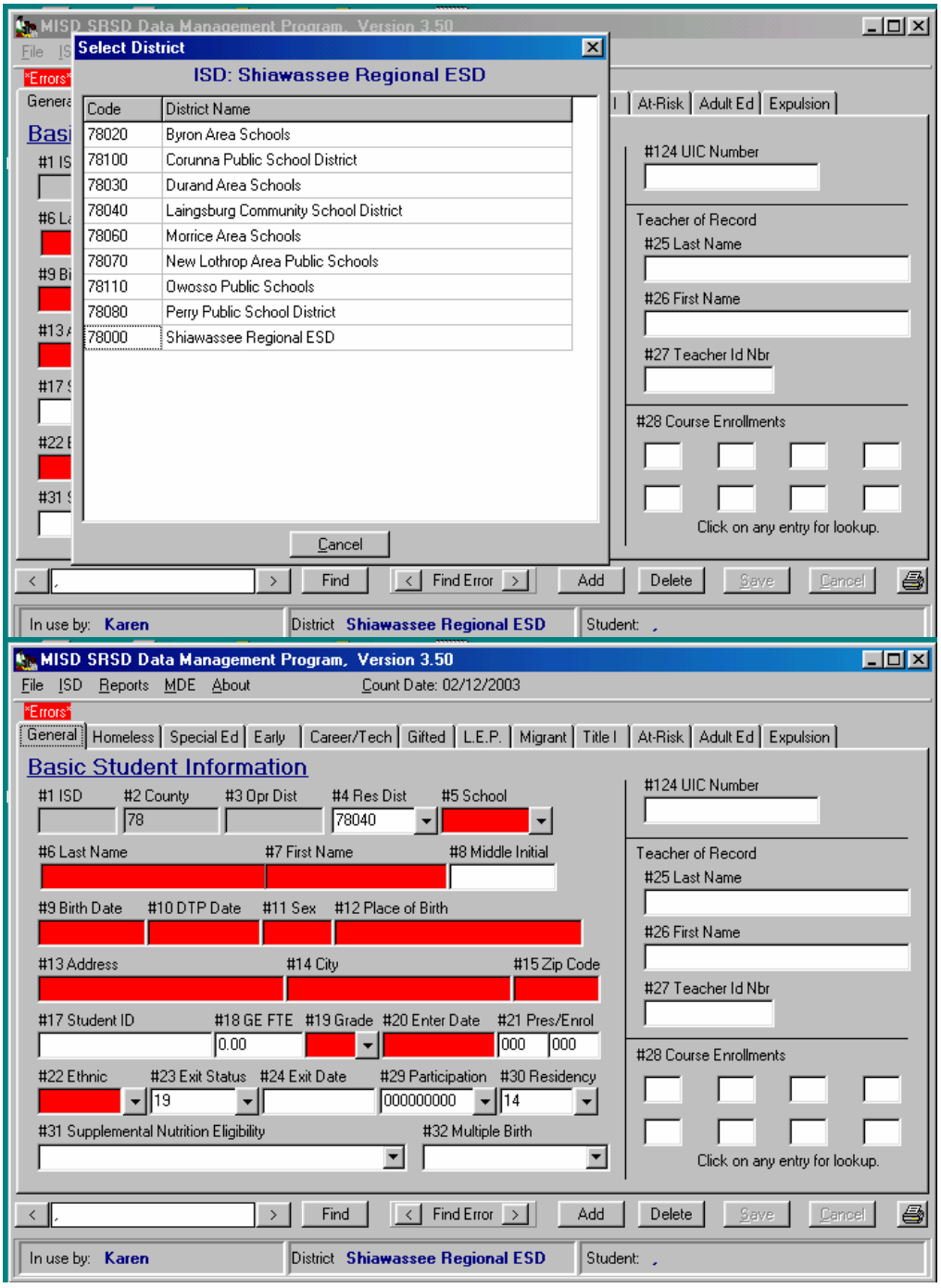


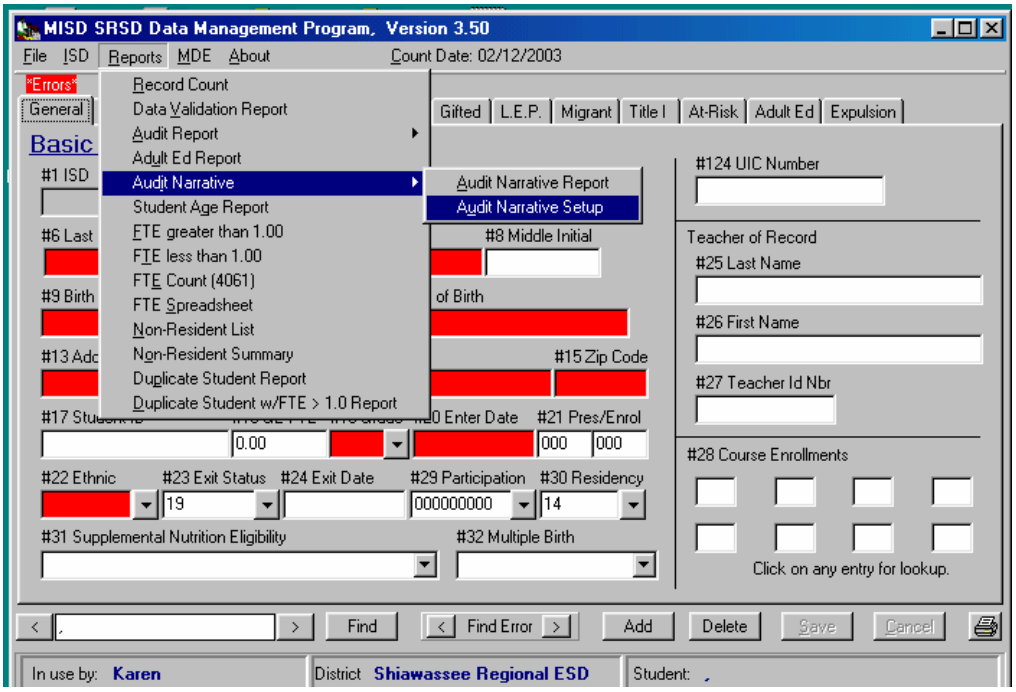
Select the file you wish to open by selecting File, new, select your ISD. This will bring up a list of your constituant districts. You will only need to do this the first time you open the program. Once you have created a file for each of the schools all you have to do is select open to get to the list of schools in your

county.

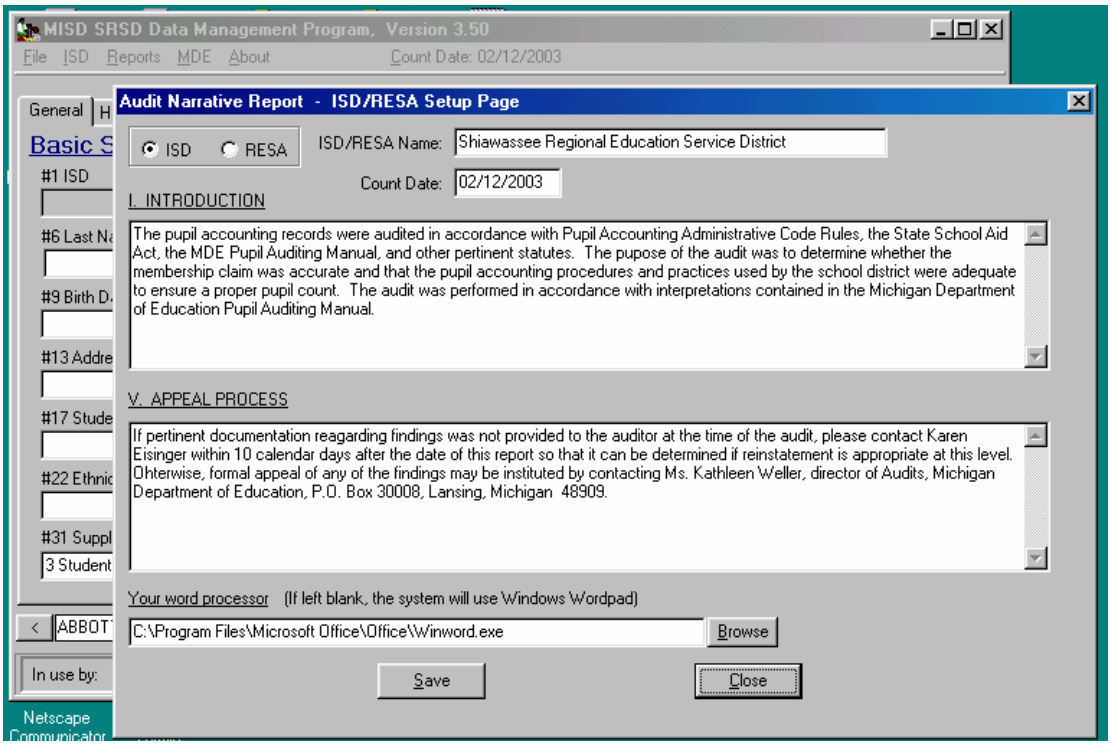

MISD SRSD Data Management Program, Version 3.50
File ISD Reports MDE About
Count Date: 02/12/2003
Open
New
Import - New Records
Import - Merge Data
Clear Selected Section
Export file for CEPI
Remove selected School
Rebuild Indexes
Security File
State Codes File
Change Password
Change Count Date
Exit
Early Career/Tech Gifted L.E.P. Migrant Title I At-Risk Adult Ed Expulsion
#4 Res Dist
#5 School
78040
#7 First Name
#8 Middle Initial
#11 Sex
#12 Place of Birth
#14 City
#15 Zip Code
#19 Grade
#20 Enter Date
#21 Pres/Enrol
#22 Ethnic
#23 Exit Status
#24 Exit Date
#29 Participation
#30 Residency
19
000000000
14
#31 Supplemental Nutrition Eligibility
#32 Multiple Birth
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:


Select ISD
Code
ISD Name
63 Oakland Schools
64 Oceana ISD
70 Ottawa Area ISD
73 Saginaw ISD
76 Sanilac ISD
78 Shiawassee Regional ESD
74 St. Clair ISD
75 St. Joseph County ISD
28 Traverse Bay Area ISD
79 Tuscola ISD
80 Van Buren ISD
81 Washtenaw ISD
82 Wayne RESA
83 Wexford-Missaukee ISD
Cancel
Title I At-Risk Adult Ed Expulsion
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:

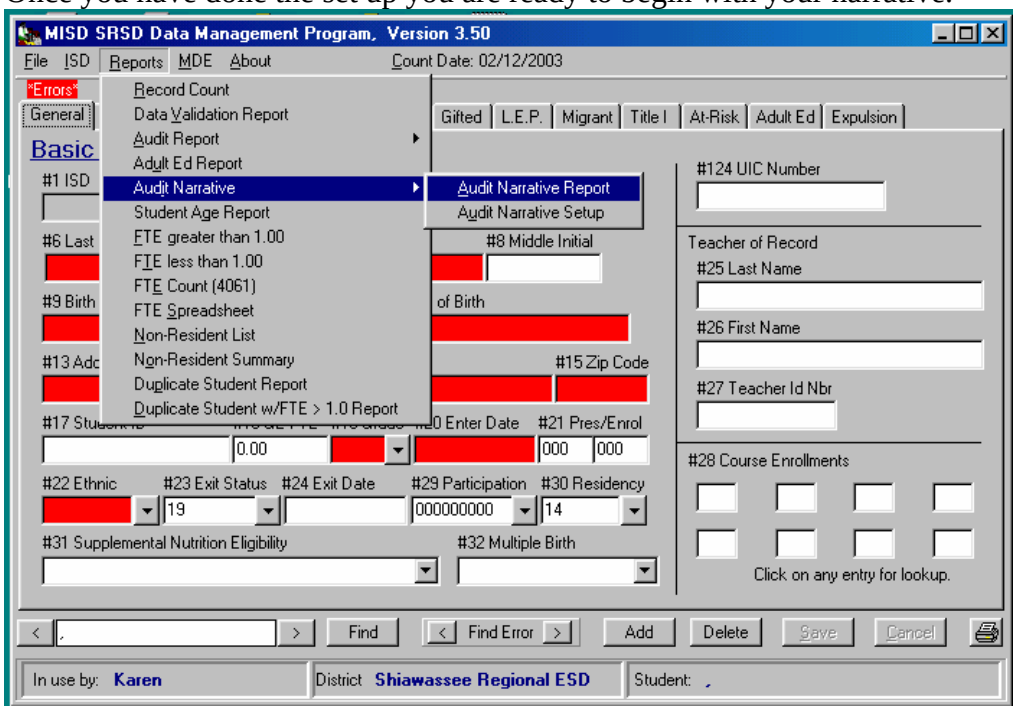

MISD SRSD Data Management Program, Version 3.50
Select District
ISD: Shiawassee Regional ESD
Code
District Name
78020 Byron Area Schools
78100 Corunna Public School District
78030 Durand Area Schools
78040 Laingsburg Community School District
78060 Morrice Area Schools
78070 New Lothrop Area Public Schools
78110 Owosso Public Schools
78080 Perry Public School District
78000 Shiawassee Regional ESD
Cancel
At-Risk
Adult Ed
Expulsion
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:
MISD SRSD Data Management Program, Version 3.50
File ISD Reports MDE About
Count Date: 02/12/2003
Errors
General
Homeless
Special Ed
Early
Career/Tech
Gifted
L.E.P.
Migrant
Title I
At-Risk
Adult Ed
Expulsion
Basic Student Information
#1 ISD
#2 County
#3 Opr Dist
#4 Res Dist
#5 School
78
78040
#6 Last Name
#7 First Name
#8 Middle Initial
#9 Birth Date
#10 DTP Date
#11 Sex
#12 Place of Birth
#13 Address
#14 City
#15 Zip Code
#17 Student ID
#18 GE FTE
#19 Grade
#20 Enter Date
#21 Pres/Enrol
0.00
000
000
#22 Ethnic
#23 Exit Status
#24 Exit Date
#29 Participation
#30 Residency
19
000000000
14
#31 Supplemental Nutrition Eligibility
#32 Multiple Birth
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:

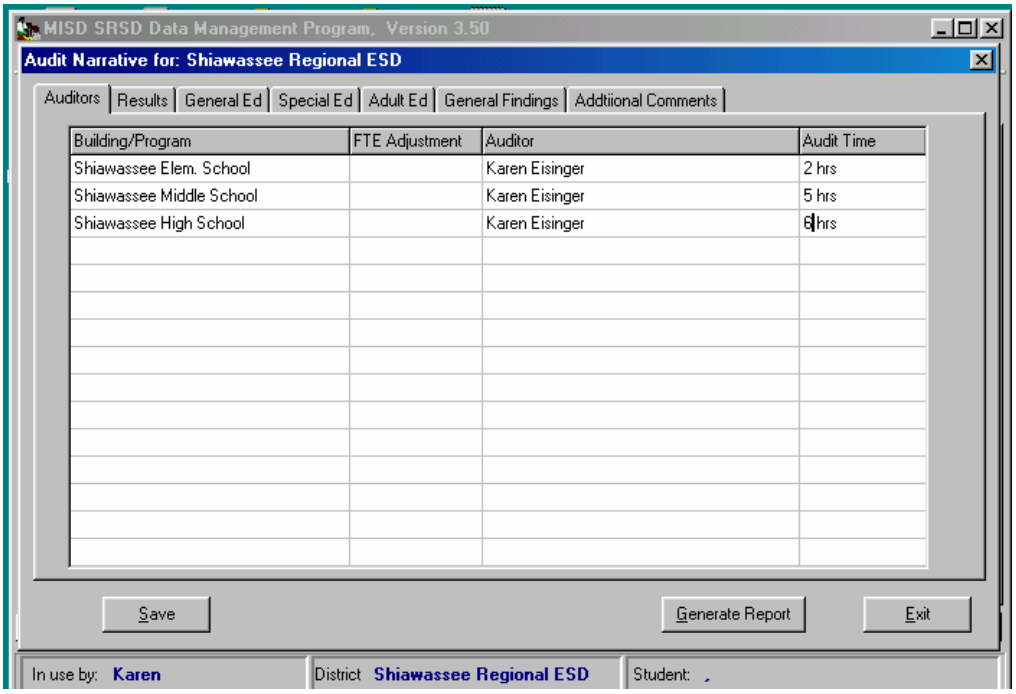


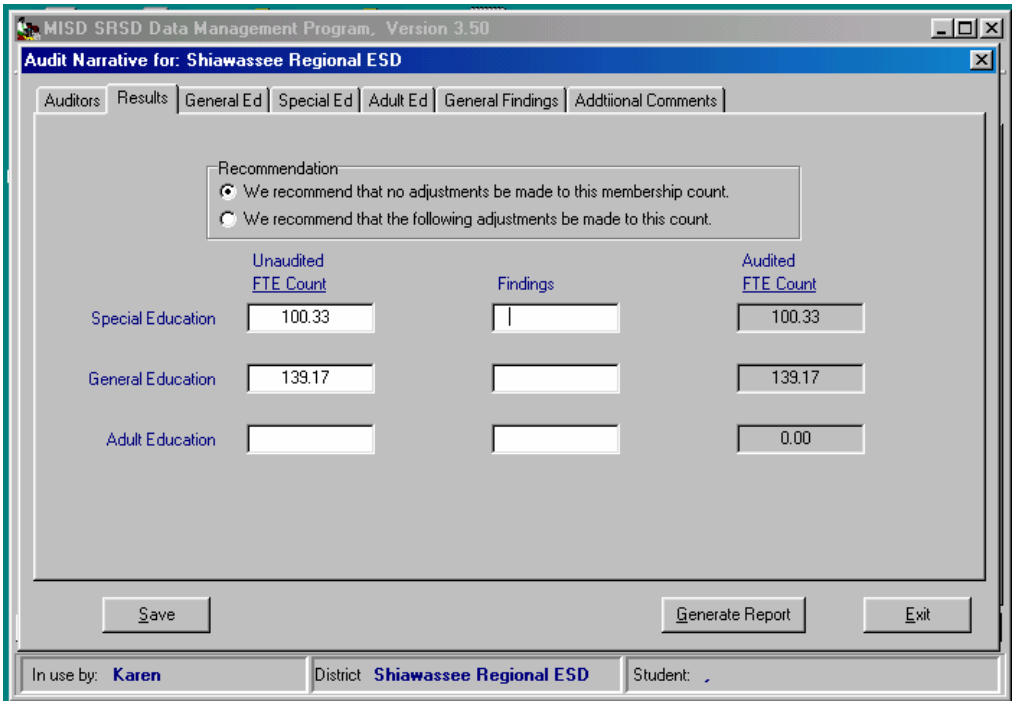
Once you have selected a school district you have do set up the narrative. The information you set up on this page will be the frame work for your narrative.

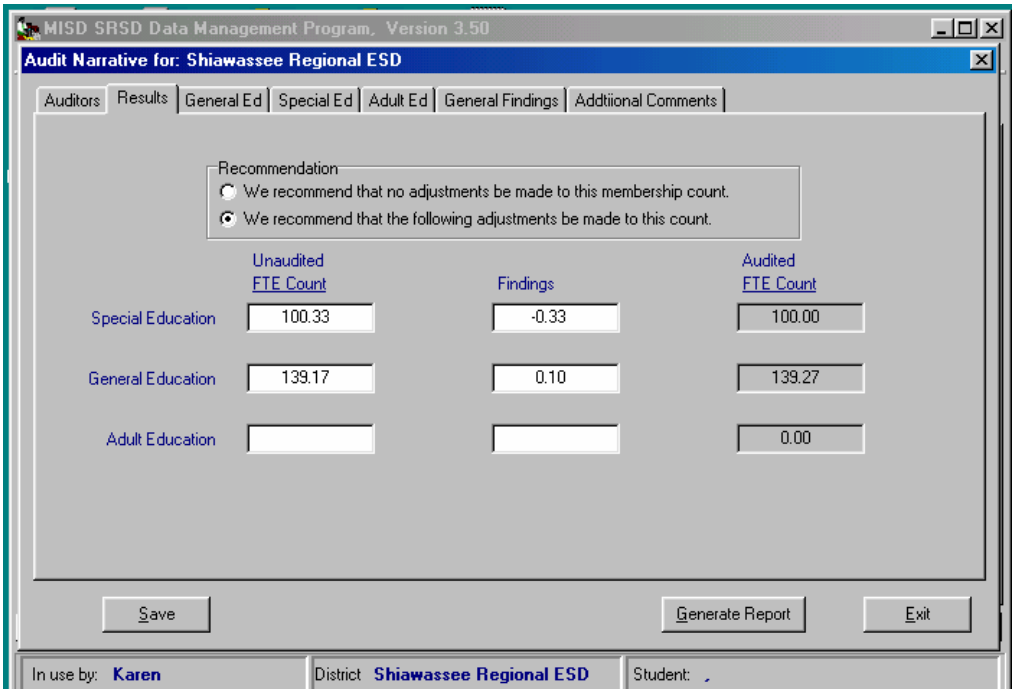


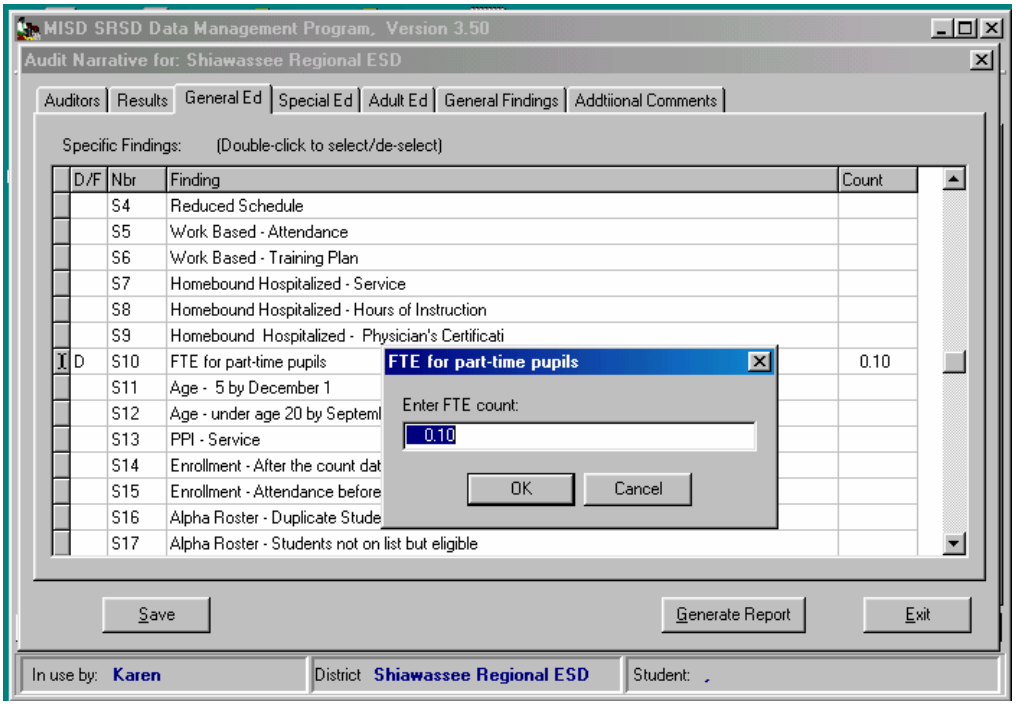
Once you have done the set up you are ready to begin with your narrative.

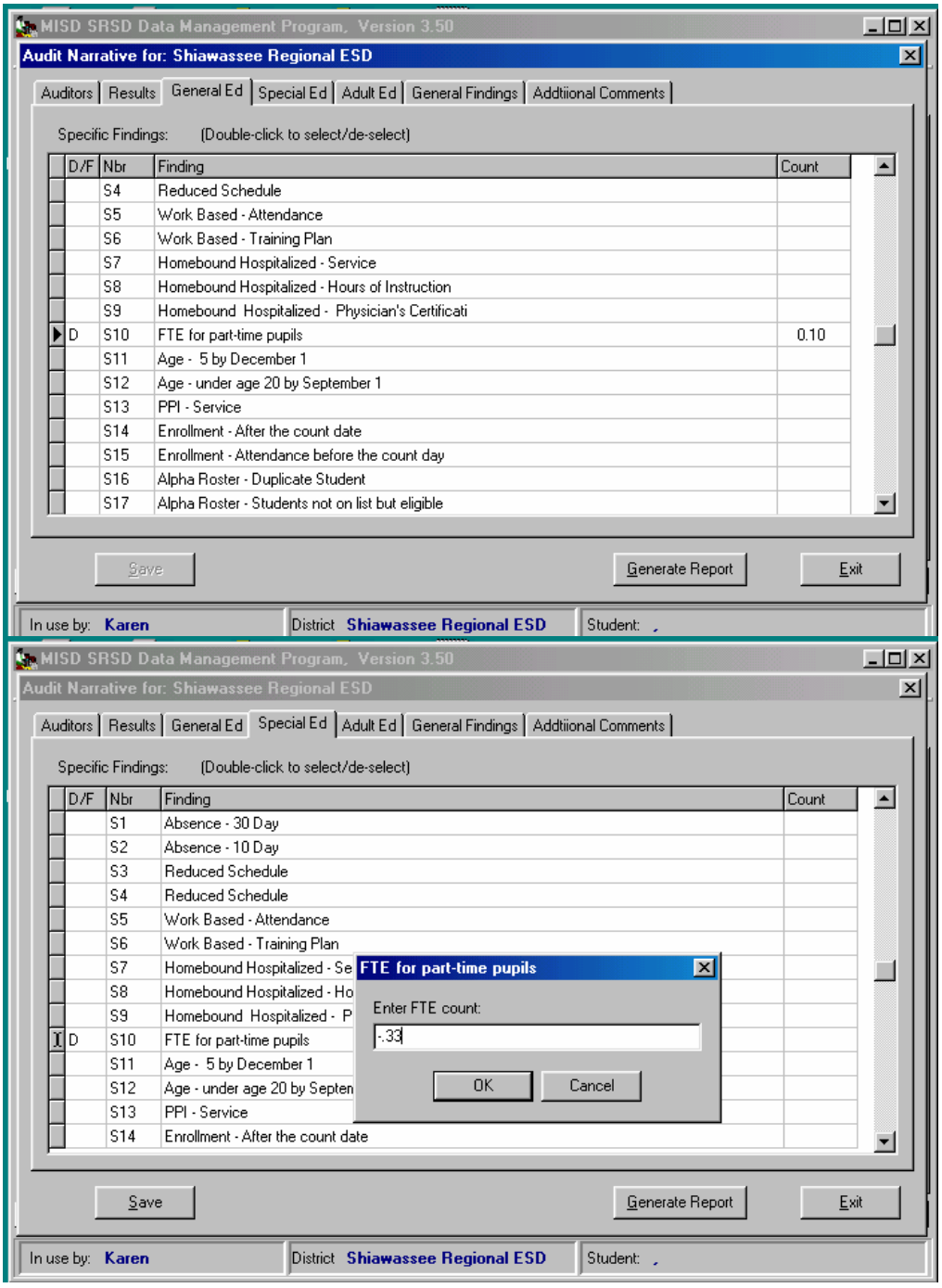


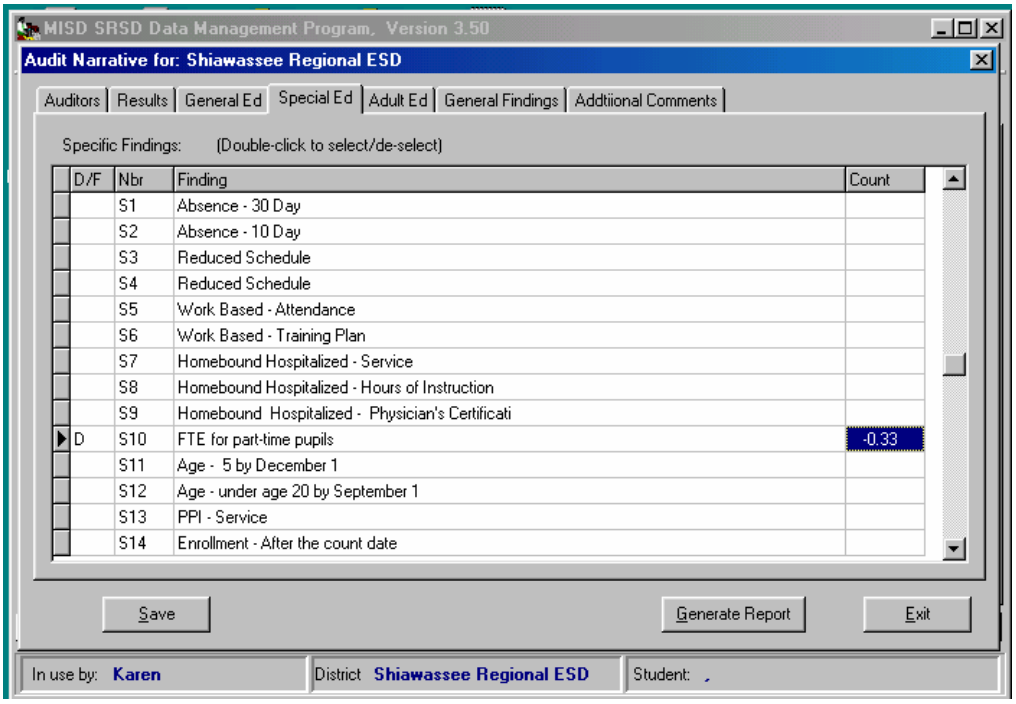

MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Building/Program
FTE Adjustment
Auditor
Audit Time
Shiawassee Elem. School
Karen Eisinger
2 hrs
Shiawassee Middle School
Karen Eisinger
5 hrs
Shiawassee High School
Karen Eisinger
6 hrs
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:

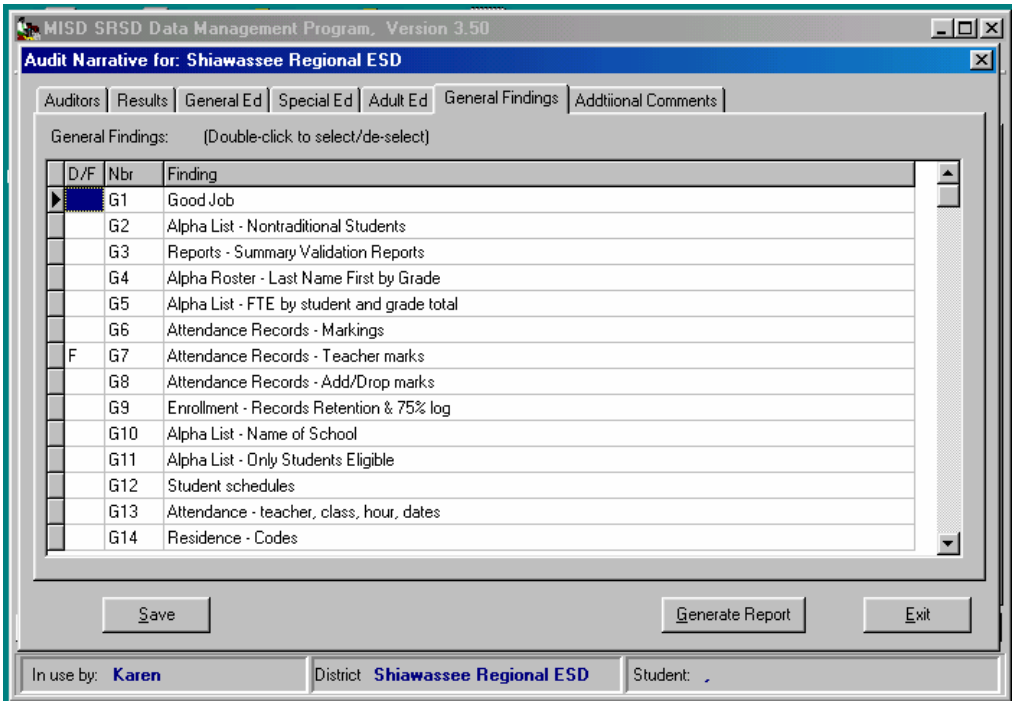

MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Recommendation
We recommend that no adjustments be made to this membership count.
We recommend that the following adjustments be made to this count.
Unaudited FTE Count
Findings
Audited FTE Count
Special Education
100.33
100.33
General Education
139.17
139.17
Adult Education
0.00
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:

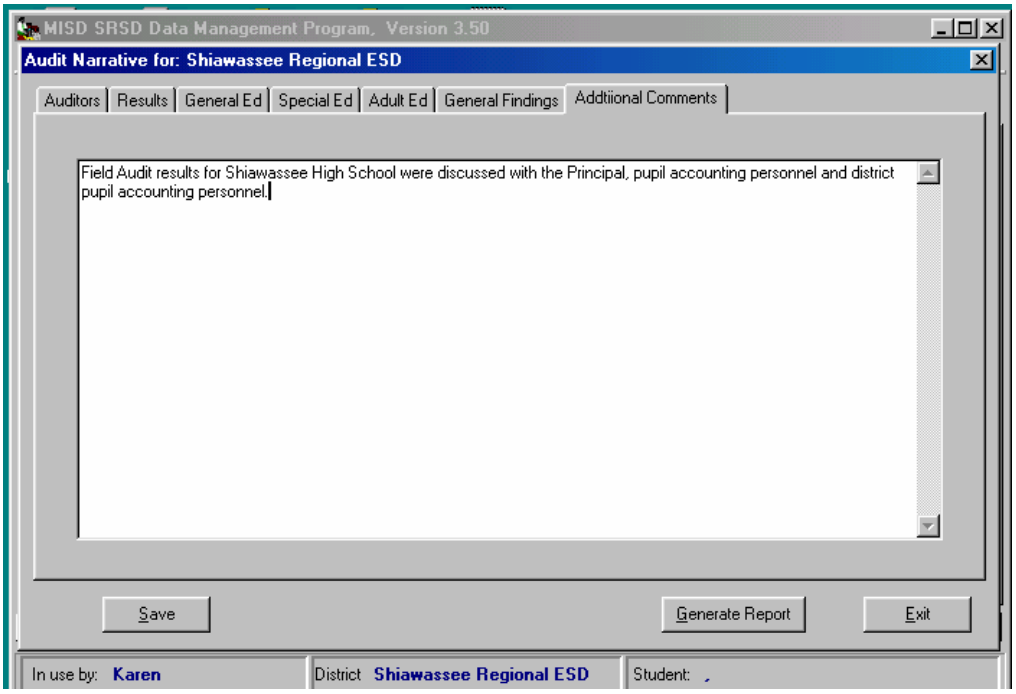

MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Recommendation
We recommend that no adjustments be made to this membership count.
We recommend that the following adjustments be made to this count.
Unaudited FTE Count
Findings
Audited FTE Count
Special Education
100.33
-0.33
100.00
General Education
139.17
0.10
139.27
Adult Education
0.00
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:


MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Specific Findings: (Double-click to select/de-select)
D/F
Nbr
Finding
Count
S4 Reduced Schedule
S5 Work Based - Attendance
S6 Work Based - Training Plan
S7 Homebound Hospitalized - Service
S8 Homebound Hospitalized - Hours of Instruction
S9 Homebound Hospitalized - Physician's Certificati
D S10 FTE for part-time pupils 0.10
S11 Age - 5 by December 1
S12 Age - under age 20 by Septeml
S13 PPI - Service
S14 Enrollment - After the count dat
S15 Enrollment - Attendance before
S16 Alpha Roster - Duplicate Stude
S17 Alpha Roster - Students not on list but eligible
FTE for part-time pupils
Enter FTE count:
0.10
OK
Cancel
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:

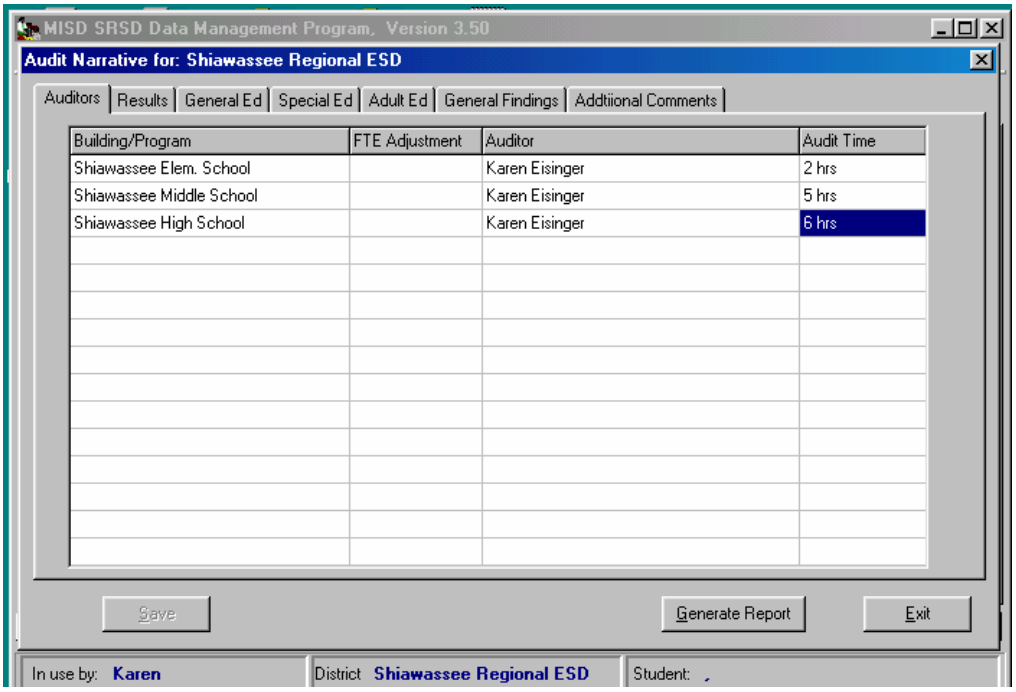

MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Specific Findings: (Double-click to select/de-select)
D/F
Nbr
Finding
Count
S4 Reduced Schedule
S5 Work Based - Attendance
S6 Work Based - Training Plan
S7 Homebound Hospitalized - Service
S8 Homebound Hospitalized - Hours of Instruction
S9 Homebound Hospitalized - Physician's Certificati
D S10 FTE for part-time pupils 0.10
S11 Age - 5 by December 1
S12 Age - under age 20 by September 1
S13 PPI - Service
S14 Enrollment - After the count date
S15 Enrollment - Attendance before the count day
S16 Alpha Roster - Duplicate Student
S17 Alpha Roster - Students not on list but eligible
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:
MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Specific Findings: (Double-click to select/de-select)
D/F
Nbr
Finding
Count
S1 Absence - 30 Day
S2 Absence - 10 Day
S3 Reduced Schedule
S4 Reduced Schedule
S5 Work Based - Attendance
S6 Work Based - Training Plan
S7 Homebound Hospitalized - Se
S8 Homebound Hospitalized - Ho
S9 Homebound Hospitalized - P
D S10 FTE for part-time pupils
S11 Age - 5 by December 1
S12 Age - under age 20 by Septen
S13 PPI - Service
S14 Enrollment - After the count date
FTE for part-time pupils
Enter FTE count:
-.33
OK
Cancel
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:


MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Specific Findings: (Double-click to select/de-select)
D/F
Nbr
Finding
Count
S1 Absence - 30 Day
S2 Absence - 10 Day
S3 Reduced Schedule
S4 Reduced Schedule
S5 Work Based - Attendance
S6 Work Based - Training Plan
S7 Homebound Hospitalized - Service
S8 Homebound Hospitalized - Hours of Instruction
S9 Homebound Hospitalized - Physician's Certificati
D S10 FTE for part-time pupils -0.33
S11 Age - 5 by December 1
S12 Age - under age 20 by September 1
S13 PPI - Service
S14 Enrollment - After the count date
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:


MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
General Findings: (Double-click to select/de-select)
D/F
Nbr
Finding
G1 Good Job
G2 Alpha List - Nontraditional Students
G3 Reports - Summary Validation Reports
G4 Alpha Roster - Last Name First by Grade
G5 Alpha List - FTE by student and grade total
G6 Attendance Records - Markings
F G7 Attendance Records - Teacher marks
G8 Attendance Records - Add/Drop marks
G9 Enrollment - Records Retention & 75% log
G10 Alpha List - Name of School
G11 Alpha List - Only Students Eligible
G12 Student schedules
G13 Attendance - teacher, class, hour, dates
G14 Residence - Codes
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student:



When all the fields for your district are filled in select Generate Report


MISD SRSD Data Management Program, Version 3.50
Audit Narrative for: Shiawassee Regional ESD
Auditors
Results
General Ed
Special Ed
Adult Ed
General Findings
Addtiional Comments
Building/Program
FTE Adjustment
Auditor
Audit Time
Shiawassee Elem. School
Karen Eisinger
2 hrs
Shiawassee Middle School
Karen Eisinger
5 hrs
Shiawassee High School
Karen Eisinger
6 hrs
Save
Generate Report
Exit
In use by: Karen
District Shiawassee Regional ESD
Student: